

GUIDANCE INDEX

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refer to numbered entries*

Volume XVI Number 6 September 1953

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ADMINISTRATOR AND
PROFESSIONAL WORKER**

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NEW SRA GUIDANCE PUBLICATIONS

Better Living Booklet, Helping Children Develop Moral Values by Ashley Montagu, Chairman of the Department of Anthropology, Rutgers University. (See review item No. 2)

Junior Life Adjustment Booklet, You Can Talk Better by C. Van Riper, Director of Speech Clinic, Western Michigan College. (See review item No. 36)

Life Adjustment Booklet, How to Take a Test by Joseph C. Heston of Fresno State College, Fresno, Calif. (See review item No. 38)

Flanagan Aptitude Classification Tests (FACT) by John C. Flanagan, professor of psychology, University of Pittsburgh, and President of the American Institute for Research. (See review item No. 33)

DIRECTIONS FOR USE

The *Guidance Index* lists the best current material in education with emphasis on guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, administrator, and professional worker; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes material especially suitable for the elementary schools.

Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. A dagger (†) denotes this material. In this issue of the *Guidance Index* you will find:

59 items covering 40 subjects. 33 items are free or inexpensive.

Note

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

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FOR THE ADMINISTRATOR, COUNSELOR, TEACHER AND PROFESSIONAL WORKER

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

Atomic Information

1. †**Living with the Atom.** [Bureau of Secondary Curriculum Development, The State Education Dept., Albany 1, N. Y.] 1952. 68 pp. 20c.

This teaching unit on atomic energy was planned for use at the junior high school level. It is a collection of activities, using, for the most part, standard general science classroom equipment, which demonstrates the nature of atoms and atomic energy. A checklist for discovering what pupils know and the attitudes they hold on the subject will be useful in helping the teacher decide which parts of the unit need emphasis. There are suggestions for evaluation which may be used as a test and suggested activities for integrating this unit with citizenship education, mathematics, and English. Lists of audio-visual aids and reading references are also included.

Child Guidance

2. *†**Helping Children Develop Moral Values. Better Living Booklet.** Ashley Montagu. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1953. 48 pp. 40c. Quantity discounts.

This booklet deals with the problem of guiding the moral and ethical development of children. Dr. Montagu's basic premise is that all children are, by the very nature of their needs, oriented at birth in the direction of goodness, and that they depend on the goodness and cooperation of others for survival and growth. The booklet discusses, in terms of specific, everyday situations, the nature of the human race, the difference between inborn human nature and "second"

nature, the similarity of the basic needs of all people, and the importance of love as a guiding principle at home and in the schoolroom. Dr. Montagu, the author of this newest *Better Living Booklet*, is Chairman of the Department of Anthropology at Rutgers University. Among his published works are *The Natural Superiority of Women* and *On Being Human*.

Citizenship

3. **A Curriculum for Citizenship.** Arnold R. Meier and Others. [Wayne University Press, 4841 Cass Ave., Detroit 1, Mich.] 1952. 413 pp. \$4.50.

This is a report of The Citizenship Education Study sponsored by Detroit public schools and Wayne University. The purpose of the study was to find ways of increasing the understanding, interest, competence, and participation of boys and girls in the activities of good citizenship. This goal was sought through the cooperative efforts of a central staff and the participating public schools, chiefly by promoting the self-growth of the schools. Part one of the present report gives a setting for the study: a description of the schools, and the initial approaches made by the Study Staff. Part two describes the methods used for encouraging and promoting improvement. Part three describes the programs that evolved as a result of the process set up in and by the schools. Part four offers administrators and teachers some observations, recommendations, and implications for the improvement of citizenship education. The authors believe that the most important task facing public schools in our society is the development of good citizens and that changes in the school program so that it makes the maximum contribution to this

goal must be made by the schools themselves.

Counseling

4. †**Handbook for Conscientious Objectors.** [Central Committee for Conscientious Objectors, 2006 Walnut St., Philadelphia 3, Pa.] 1952. 102 pp. 35c.

This handbook will serve as a useful reference book for counselors who encounter conscientious objectors in their counseling of draft-age youth. It describes the procedure for assignment to non-combatant duty or civilian work in the national interest. A description of the kinds of work done by conscientious objectors in a non-combatant assignment is given. The handbook also outlines the steps in criminal prosecution of violators of Selective Service law and describes prison life. A section which will help the conscientious objector verbalize his convictions is included.

5. **Occupational Information for Counselors.** Harold J. Mahoney. [World Book Co., 313 Park Hill Ave., Yonkers 5, N. Y.] 1952. 70 pp. \$1.00.

This book will be of value in counselor training programs and to counselors wishing to review their skills. In it the author describes the basic preparation needed by secondary school counselors in the area of occupational information. The book is based on an investigation, made by the author among leaders in the guidance field, to arrive at specific skills and training in the use of occupational information needed by counselors in secondary schools. The bibliography listing references on techniques and counselor training and on counselor competencies will be helpful.

Education, Elementary

6. ***Elementary School Objectives.** Nolan C. Kearney. [Russell Sage Foundation, 505 Park Ave., New York 22.] 1953. 182 pp. \$3.00.

This book is the report of the work of the Mid-Century Committee on Outcomes in Elementary Education. It presents the plan of the study, the functions of the three groups making up the committee, and the objective—the description of measurable

goals of elementary education—toward which the committee worked. The goals, for work habits, fundamental skills, attitudes, and interests, are stated in terms of curriculum areas at the end of the primary, intermediate, and upper grades. Conditions which affect the likelihood of the child's reaching the goals are described and the point is made that the goals do not represent minimum achievements for all children but for average children under the most favorable conditions. Implications of this study for the general public, for educators, and for research workers are presented in part three.

7. *†**Happy Journey.** [Dept. of Elementary School Principals, N.E.A., 1201 16th St., N.W., Washington 6, D. C.] 1953. 32 pp. 40c. Quantity discounts.

This handbook is for parents whose child will soon enter kindergarten or first grade. It has been planned to help parents prepare children physically, mentally, and emotionally so that they will be able to gain the most from school experiences. The booklet also explains the skills which the child will acquire in school and the things which parents can do, once the child starts school, to effectively cooperate with the school staff. Attractive illustrations accompany the text and a list of reading references has been included.

8. ***A Public School for Tomorrow.** Marion Nesbitt, [Harper & Bros., 49 E. 33rd St., New York 16.] 1953. 164 pp. \$2.50.

In this book, Miss Nesbitt, a teacher at the Matthew F. Maury School in Richmond, Virginia, provides a description of the work of this outstanding elementary school. The reader is given a picture of the activities of children in a school dedicated to a philosophy of educating the whole child by providing rich opportunities for everyday living. There are descriptions of the efforts of faculty and students to improve the physical surroundings, of the activities of the children in the cafeteria, on the playground, in the classrooms, and on field trips into the community. The chapter about the planning that has gone into the development of the program of the Maury school will be of interest to parents, teachers, and administrators.

Education, General

9. The Adaptable School. Carl H. Kumpf. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1952. 180 pp. \$2.75.

The author of this book describes the characteristics of the schools which are "in the forefront of educational modernization and progress." He states that schools in large cities lag far behind adaptable schools and discusses ways by which principals of elementary schools can work to keep their schools up with modern educational practices. The problems peculiar to their situation are pointed out and a plan of action in which the principal's role as an educational leader carries the emphasis is outlined. The use of available resources among the personnel of the teaching staff, the central office staff, nearby colleges, and in the community is an important part of the plan described.

10. Education and Liberty.

James Bryant Conant. [Harvard University Press, 44 Francis St., Cambridge 38, Mass.] 1953. 168 pp. \$3.00.

The first part of this book presents a comparison of British and American education, pointing up the fundamentally differing educational philosophies underlying each system. The American liberal arts college and its effect on secondary education is considered and suggested solutions for some of the problems faced by education are proposed. Dr. Conant maintains that the United States must try to combine education for all with the training of the talented and his solutions are aimed in this direction. A ten point program summarizing his views indicates the shifting educational emphasis he advocates.

11. Freedom and Public Education. Ernest O. Melby and Morton Puner, Eds. [Frederick A. Praeger, Inc., 105 W. 40th St., New York 18.] 1953. 314 pp. \$4.00.

This book traces the background of modern education and compares the results of teaching today with those of a generation ago. It analyzes the attacks on education, describing the pattern of attacks and the methods used by the attackers. The editors have compiled a valuable guide for con-

cerned citizens who are anxious to provide the best education for America's children. Among the noted contributors are Willard E. Goslin, William G. Carr, John Foster Dulles, Herold C. Hunt, and James Bryant Conant.

Education, Higher

12. †An Annotated Bibliography on School and College Information. Ruth E. Anderson. [Natl. Assn. of Secondary School Principals, N.E.A., 1201 16th St., N.W., Washington 6, D. C.] 1952. 208 pp. 35c. Quantity discounts. Reprinted from *The Bulletin*, Oct. 1952, Vol. XXXVI, No. 188.

This bibliography will assist counselors, teachers, and librarians in gathering and evaluating reference material on schools and colleges. The publications are classified into those presenting a general listing of schools and colleges, those giving information on specialized schools and colleges, and those giving information on institutions within a specific geographical area. The two final sections list publications offering guidance on the problems of higher education, and giving information on forms of student aid. The annotations describe the arrangement of the publication, the kind of information it contains, and give necessary ordering information.

Education, Secondary

13. Modern Methods in Secondary Education. Jean D. Grambs and William J. Iverson. [The Dryden Press, 31 W. 54th St., New York 19.] 1952. 562 pp. \$4.75.

This is a book about the problems and practical details of teaching. The importance of recognizing and taking individual student differences into account in planning, of supplying students with a variety of learning materials and activities, and of meeting the needs of those students who present special problems, i.e., the fast and slow learners, are some of the topics handled by the authors. The beginning teacher will find the two chapters on discipline especially worthwhile. Evaluating student progress and guidance techniques and activities also are given detailed treatment. The final section

discusses the teacher's position in the community, school, and classroom and the problems, duties, and responsibilities which that position entails.

14. Teaching in the Secondary Schools. Nelson L. Bossing. 3rd ed. [Houghton Mifflin Co., 2 Park St., Boston 7, Mass.] 1952. 558 pp. \$4.50.

This book, revised to include the more recent developments in educational theory and practice, begins by examining the function of secondary education in a democracy. Methods of fulfilling this function in terms of organization of materials, teaching methods, and techniques, and classroom management are described. Some of the topics discussed are discipline, first day problems, and radio and television as mediums of instruction. The final chapter on the teacher's function in modern education deals with personality traits desirable for teachers and the importance of the teacher's school and community relationships and civic responsibilities. Each chapter closes with questions and problems for discussion and a selected list of reading references.

Exceptional Children

15. *Bright Children. Norma E. Cutts and Nicholas Moseley. [G. P. Putnam's Sons, 210 Madison Ave., New York 16.] 1953. 238 pp. \$3.50.

The authors of this book for the parents of bright children recognize the importance of home and parents in helping these children achieve their full potentialities. The importance of early recognition of above average abilities is explained and some of the indications which point to exceptional ability are listed. The book takes up the problems which all parents face but emphasis is placed on the problems which are likely to arise because the child is bright. Personality development, social adjustment, school difficulties, and vocational choice are some of the topics discussed. There is also a list of books for supplementary reading which the parents of gifted children will find of interest and help.

16. †The Over-age Child and Procedures to Help Him. Dorris L. Sander. [Bureau of Educational Research and Service, College of Edu-

cation, Univ. of Wyoming, Laramie, Wyo.] 1952. 20 pp. 50c.

This bulletin describes the factors which cause children to drop behind their age-mates in school work. The factor, i.e., mental retardation, physical handicap, or emotional maladjustment, must be identified before corrective measures can be initiated and techniques which help in the identification are described. The author discusses the school's responsibility in preparing these children for productive life in the community, whenever possible, and explains methods of fulfilling this responsibility through an adjusted curriculum emphasizing the skills most needed in everyday life. Lists of practice situations providing necessary learning experiences and of supplementary reading references have been included.

Family Life

17. Making Good As Young Couples. T. Otto Nall and Bert H. Davis. [Association Press, 291 Broadway, New York 7.] 1953. 109 pp. \$2.00.

This book reports on seventeen young couples who have experienced and resolved relatively normal and usual conflicts in marriage. The causes of these conflicts range from immaturity on the part of one or both partners through lack of shared interests and differing cultural or religious backgrounds. Clergymen and marriage counselors will find the book of as much value to them as to young people facing similar adjustments in marriage. The authors recommend the book as a basis for group discussion as well as individual reading and have provided thought-provoking questions for this purpose.

Libraries

18. †Headings in the Occupations File Related to High School Subjects. [Wilma Bennett, Box 242, Covina, Calif.] 3 pp. No date. Single copies, free.

This list carries the name of the school subject—agriculture, art, commercial, English, homemaking, industrial arts, language, mathematics, music, physical education, and science—followed by related fields of work.

Students, teachers, counselors, and librarians will find the list helpful.

Personality

19. Personality Measurement.

Leonard W. Ferguson. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1952. 457 pp. \$6.00.

The author of this textbook describes the major methods being used for the measurement of personality in an effort to arrive at an understanding of the role of personality in human behavior. For each measurement technique described information on its development and research regarding its reliability and validity are presented and discussed. Approaches to the study of personality through projective techniques, and studies of adjustment are among the measurement devices discussed. The final chapter reviews the methods used to study personality, i.e., empirical, analytical, experimental, diagnostic, in an attempt to evaluate what each contributes to the understanding, prediction, and control of human behavior. The problems inherent in each method and those faced in the general study of personality form an important part of this chapter.

Psychology

20. Practical Psychology. F. K.

Berrien. Rev. ed. [The Macmillan Co., 60 Fifth Ave., New York 11.] 1952. 640 pp. \$5.00.

The author of this text has arranged the subject matter around five major topics: adjustment, industrial psychology, market research and advertising, crime, and personal problems. In writing this edition he has expanded the treatment of these topics over the first edition and included current literature. Pertinent illustrative material adds to the book's value both for the student and general reader and the student will find the chapters on efficient study, vocational guidance, and effective communication of particular interest.

Reading

21. *A Bibliography of Books for Children. Bulletin No. 37. [Assn.

for Childhood Education Internatl., 1200 15th St., N. W., Washington 5, D. C.] 1953. 103 pp. \$1.00.

This bibliography has the titles arranged under broad subject headings with annotations giving publisher, date, price, age level, and brief statement of story line. Well-known reference books are evaluated in one section of the bibliography. Title and author indexes add to the book's usefulness and a list giving the addresses of publishers has been included.

22. †How to Use *The Wonderful World of Books* in Discussion Groups and Classes. Edward C. Lindeman. [Amer. Book Publishers Council, Inc., 2 W. 46th St., New York 36.] 1953. 11 pp. Free.

This pamphlet points out some of the ways in which groups can use *The Wonderful World of Books*. It contains suggestions for group projects and topics for discussion but by no means exhausts the possibilities of the book. The suggestions are in most cases tied to the book by references to pages which are related. Sources of help in organizing a discussion group and four general types of discussion techniques—their requirements and use—are also described.

23. A Popular Guide to Government Publications. W. Philip Leidy. [Columbia University Press, 2960 Broadway, New York 27.] 1953. 296 pp. \$3.00.

This annotated guide lists 2,500 publications which are selected for their usefulness and interest to public and high school libraries, young people, and the general public. Counselors and teachers will also find the book of value in their work with young people since it annotates low-cost publications on occupations, guidance, health, hobbies, and small business as well as on the problems and interests of everyday life. In addition, there are cross-references and a comprehensive index.

24. Vocations in Fact and Fiction. Compiled by Kathryn A. Haebich. [Amer. Library Assn., 50 E.

Huron St., Chicago 11.] 1953. 62 pp. \$1.25.

This annotated book list for young people and adults who work with young people will acquaint readers with many occupations. While the majority of the books are nonfiction, some works of fiction are included as are books for students with reading problems. Books which will help young people analyze their talents and make a decision on a vocation, and ones which will help them make the most of a present job are also included. A brief statement of contents accompanying each listing will aid in selection.

Scholarships and Fellowships

25. †**Scholarships by Westinghouse.** [School Service, Westinghouse Electric Corp., 401 Liberty Ave., Box 2278, Pittsburgh 30, Pa.] No date. Free.

This folder describes three scholarship competitions conducted by Westinghouse. It contains information regarding method of entry, eligibility, selection of winners, conditions of the awards, and the awards in the Science Talent Search, the George Westinghouse Scholarships, and the Farm and Home Electric Contest. Teachers and counselors of students showing promise in the fields of science, engineering, or farm management will be interested in this folder.

Subscribers to SRA's Guidance and Educational Services (Senior or Junior) will receive this publication in the Fall package of free guidance materials.

School Administration

26. †**A Recommended List of Current Materials for your Professional Library.** [State Dept. of Education, Tallahassee, Fla.] 1952. 5 pp. Free. Supply limited.

This list was compiled for use by supervisors of public instruction in Florida. Some of the topics for which references are listed are planning new buildings, supervisory problems, school administration, guidance, and curriculum development. The list gives author, title, publisher, and price for each book.

School-Community Relations

27. †**Teacher for a Day.** [Hill and Knowlton, Inc., Empire State Bldg., New York 1.] 1952. 27 pp. Free.

This booklet was designed to help members of the community who have been invited to work with high school students and teachers. Teachers who are working with community members preparatory to a career conference or other school appearance of representatives of business or industry will also find the booklet valuable. It contains a brief summary of modern educational philosophy, illustrated by examples contrasting older classroom practices with new. The mutual benefits which follow a successful meeting between students and community representatives and ways of achieving success, i.e., through a preliminary meeting with the teacher to pinpoint class interests and background, are described. A checklist for planning an appearance at a career day or class meeting and a list of other pamphlets which will be of help are included.

Sex Education

28. **Men, Women, and Morals.** Sylvanus M. Duvall. [Association Press, 291 Broadway, New York 7.] 1952. 336 pp. \$3.75.

In this book, subtitled *An Approach to a Workable Code*, Dr. Duvall examines the sex conduct of normal people as it affects individuals, families, and society. He reviews changes in attitudes toward sex, and describes the physical, psychological, and social effects of sex conduct, making use of scientific evidence. Sex morality in specific situations, i.e., prostitution, adultery, and marriage, and in the larger context of religion and family living, is discussed. This discussion makes increasingly evident the lack of any easy, pat solution to the problems described. The book is intended to help individuals form moral standards for sexual conduct.

29. **Sexual Harmony in Marriage.** Oliver M. Butterfield. [Emerson Books, Inc., 251 W. 19th St., New York 11.] 1953. 96 pp. \$1.50.

In this book the author discusses ways of achieving a satisfying sexual relationship in marriage. He describes in a simple

straightforward way the differences in sexual make-up and nature between men and women and means of overcoming difficulties in this part of marriage. Dr. Butterfield is professor of family life education at Mt. San Antonio College in California and writes from an extensive background as consultant in marriage and family problems. His book is also available in a paper-bound edition at 50 cents for professional distribution.

Social Problems

30. The Nature of Gambling.

David D. Allen. [Coward-McCann, Inc., 210 Madison Ave., New York 16.] 1952. 249 pp. \$3.50.

The author of this book considers gambling as a means of satisfying a human want rather than a moral issue. He poses three questions about gambling: Is it a fundamental human activity? Is it harmful? Can it be suppressed? Psychological, anthropological, and historical data is used in arriving at an affirmative answer to each of the three questions. The problem is also examined as it exists in American society as a preparatory step to formulating policy and tactics for dealing with gambling in this country. Social studies and political science teachers will find facts and presentation of interest and a helpful bibliography has been included.

Student Personnel Services

31. Practical Guidance Methods. Robert H. Knapp. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1953. 320 pp. \$4.25.

Because of the constant contact between classroom teachers and students, the author feels that these teachers have unique opportunities for guidance. His book will be of particular interest to teachers since much of it is devoted to classroom guidance and the use of guidance techniques by teachers. There is emphasis on the need for continuous guidance from the time of school entry to the end of the secondary level. The use of interviews—with students and parents—of questionnaires, the establishment of a testing program, and the need for and uses of a cumulative record are subjects covered in the first part of the book. Individual and

group guidance, vocational guidance, and the needs of three groups of exceptional children—the slow learner, the superior students, and the physically handicapped—are other topics discussed by the author.

Teachers, Training of

32. Planning for Teaching.

Robert Richey. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1952. 422 pp. \$4.75.

This book, designed primarily to serve as a text in introductory courses in education, was planned to help the student decide whether he wants a career in education by acquainting him with the facts about the profession and to help him plan for such a career. The author has included information on the economic aspects of teaching, school organization, and on the requirements and opportunities of the profession. The relationship between school and community, and modern educational goals are also covered by the author.

Tests and Scales

33. Flanagan Aptitude Classification Tests (FACT).

John C. Flanagan. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1953. Specimen set price on request.

This is a new battery of 14 tests measuring aptitude for critical job elements in various vocations. The author's studies indicated that different occupations require various combinations of 14 separate skills: Inspection, Coding, Memory, Precision, Assembly, Scales, Coordination, Judgment and Comprehension, Arithmetic, Patterns, Components, Tables, Mechanics, and Expression. Particular combinations of these tests are recommended for measuring aptitudes in at least 30 different occupational classifications. In addition, a combination of the tests will yield a College Aptitude Index. The author, John C. Flanagan, is professor of psychology at the University of Pittsburgh and President of the American Institute for Research. A specimen set includes a copy of all 14 FACT tests, the Counselor's Booklet, Student's Booklet, Examiner Manual, Technical Supplement, and an Aptitude Classification Sheet.

FOR THE STUDENT

Items listed in this category are divided into two groups: *Life Adjustment Material* which gives information about social, personal, and school problems; and *Vocational Material*, which gives information about occupations.

LIFE ADJUSTMENT MATERIAL

Job Satisfaction and Success

34. † **Three Steps Up.** [The Natl. Federation of Business and Professional Women's Clubs, Inc., 1819 Broadway, New York 23.] 1953. 6 pp. 5c. Quantity prices.

This pamphlet will help direct career planning. In question form, it is planned to evaluate present job performance with a view to improving skills, to judge a job in the light of future career plans, and to direct efforts that will make these plans reality. Suggestions for using the folder for job advancement have been included.

35. † **Your Job Future after High School.** Rev. ed. Women's Bureau, U.S. Dept. of Labor. [U. S. Govt. Print. Off., Washington 25, D. C.] 1952. 8 pp. 5c.

This publication, addressed to high school girls, discusses the advisability of preparing for both a job and marriage rather than trying to choose between them and emphasizes the need for learning fundamental homemaking, social, and office skills. The kinds of jobs held by the majority of employed 18 and 19 year old girls are listed, pointing up the fact that few young people under 20 find "glamour" jobs. The pamphlet describes the effect working conditions have on job satisfaction and the necessity for learning as much as possible about a prospective job. Young people are advised to talk over their plans with advisors, family, and people in different occupations and to make use of information and counseling services at their or the community's disposal.

Speech

36. *† **You Can Talk Better.** *Junior Life Adjustment Booklet.* C.

Van Riper. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1953. 40 pp. 40c. Quantity discounts.

Many boys and girls have "talking troubles." Recent studies show that 40 per cent of the pupils in upper elementary and junior high school have inadequate speech and almost 100 per cent can improve their speech in some way. For these pupils, difficulty in talking may be the basis of a feeling of insecurity that will carry over into the future unless they can solve their speaking problems. *You Can Talk Better* will help boys and girls learn how to speak more easily, not only in everyday situations, but also before an audience. The booklet discusses the importance of good speech and how it affects personality and gives many suggestions on how to locate and overcome talking difficulties. Suggestions are given for specific talking situations such as telling stories, speaking over the phone, giving directions, making a point in an argument, and getting others to talk. How to prepare and make a speech before an audience, taking part in dramatics, and tips on radio and TV speaking are also included. This booklet, the newest in the series of SRA Junior Life Adjustment Booklets, is written in an easy-to-read style that will appeal to boys and girls in upper elementary and junior high school. There are helpful checklists and attractive two-color illustrations. *You Can Talk Better* was written by C. Van Riper, Director of Speech Clinic, Western Michigan College.

Study

37. † **How to Study.** [Norris E. Orchard. The Loomis School, Windsor, Conn.] 1953. 11 pp. 20c. Quantity prices.

This booklet, written to help students with

their studies, discusses the importance of right attitudes toward school and school-work. It contains suggestions for organizing studies and notes in order to keep track of assignments and schedule study time. The author has included hints for making memory work easier and for improving reading rate.

38. †**How to Take a Test.** *Life Adjustment Booklet.* Joseph C. Heston. [Science Research Associates, 57 W. Grand Ave., Chicago 10.] 1953. 48 pp. 40c. Quantity discounts.

This booklet gives young people important tips to help them improve their exam-taking techniques. Special attention is given to preparation for exams, starting from the first day of the course. General aids for test-takers are presented. Both objective and essay tests receive close consideration, and specific techniques helpful in taking each kind are discussed in detail. In addition to presenting test-taking aids, the booklet gives the student an understanding of how exams are scored and how grades are assigned by the teacher. The author of this *Life Adjustment Booklet* is Joseph C. Heston of Fresno State College, Fresno, California.

VOCATIONAL MATERIAL

Advertising and Public Relations

39. †**Jobs in Advertising.** Rev. ed. [Advertising Federation of America, 330 W. 42nd St., New York 36.] 1951. 16 pp. 10c. Quantity prices.

This pamphlet was planned to answer questions asked by teachers, students, and counselors about careers in advertising. According to the pamphlet the excitement and glamour of advertising may blind young people to the limited job opportunities in this field. A discussion of the role played by advertising precedes an explanation of the kinds of jobs in advertising and divisions of the field. A job in advertising may mean a job with an advertiser, an advertising agency, an advertising media, or an advertising service or supply house. Specific jobs, which require considerable training and experience, in these divisions of advertising are listed and the duties of each position are explained. The pamphlet states that there is, in most firms, room for beginners with promise as well as clerical jobs which may serve to give the beginner a start. General preparation for advertising and supplementary sources of information are also covered.

Art

40. †**Commercial Artist.** Rev. ed. [The Guidance Centre, Ontario College of Education, Univ. of Toronto,

371 Bloor St. West, Toronto 5, Ontario.] 1953. 4 pp. 20c; 12c in Canada.

This monograph on the work of the commercial artist describes work in studios of various sizes and work done on a free lance basis. It also discusses preparation for a career as a commercial artist and the factors which are important to success in this field. References for further reading are included. While some of the information is applicable only to Canada the monograph will interest students considering a career as a commercial artist in the United States.

Building Trades and Construction

41. †**Painter.** Vernard F. Group. Occupational Abstract No. 162. [Personnel Services, Inc., Peapack, N. J.] 1953. 6 pp. 50c. Special to students, 25c.

This abstract describes the work done by house painters on interior and exterior surfaces in preparing the surface and applying the finish. It states that 'the trade has lacked trained manpower for many years' and that special efforts are being made to attract veterans. Apprentice qualifications and the three years of apprentice training are described and wage figures quoted for apprentices and journeymen. References for further reading have been included.

Chemistry

42. †**Does Engineering Appeal to You?** [American Society for Metals, 7301 Euclid Ave., Cleveland 3, Ohio.] 1952. 7 pp. Free.

This pamphlet on careers in metallurgical engineering describes some of the technical advances which workers in this branch of engineering have made possible. It gives reasons for predicting an expansion of opportunities in metallurgical engineering and lists industries presently employing metallurgists. High school preparation, college and graduate training are discussed and a list of schools offering metallurgical courses is included.

Domestic and Personal Service

43. †**Mortician.** [Chronicle Guidance Publications, Moravia, N. Y.] 1953. 4 pp. 50c.

This brief describes the work done by embalmers and undertakers. It discusses their duties and the conditions under which they work. Reasons for the often long and irregular hours are given and salary figures for apprentices, licensed embalmers, and funeral directors are quoted. The brief describes training requirements, which vary from state to state, and lists accredited schools of mortuary science. References for further reading on the outlook and opportunities and a list of professional associations are included.

Forestry and Lumbering

44. †**Forestry as a Career.** [School of Forestry, Montana State University, Missoula, Mont.] 1952. 13 pp. Free.

This booklet on the scope and requirements of modern forestry describes general forestry work and the principal fields of specialization in forestry, i.e., fire protection, forest recreation, and wildlife management. It lists the personal qualifications needed by the forester, emphasizing the importance of an interest in and liking for out-of-doors work. In the discussion of employment opportunities forestry is described as a growing profession with increasing employment in private enterprise and with government agencies at various levels. The description of facilities and

course of study at Montana School of Forestry contains additional information on preparation that will be of value to students interested in forestry.

Health

45. †**Career as Sanitarian.** Howard Rosen. [B'nai B'rith Vocational Service Bureau, 1761 R. St., N. W., Washington 9, D. C.] 1953. 6 pp. 20c.

This booklet on the work of sanitarians describes the duties of this public health job. A shortage of workers in this field and expansion of services are given as reasons for a good employment outlook. In the discussion on technical qualifications the author states that some communities have openings for high school graduates but that further training is necessary for advancement. He also discusses wages, hours, and working conditions, bringing out the advantages of the position where it is under civil service. In addition, there is a list of schools offering courses in sanitation or public health.

46. †**Optometry.** Rev. ed. [Dept. of Public Information, The Amer. Optometric Assn., Jenkins Bldg., Pittsburgh 22, Pa.] 1952. 20 pp. Free.

This monograph on optometry describes the development of the profession and the work of optometrists in the conservation and improvement of vision. According to the booklet, a need for optometrists exists because of a growing realization of the importance of visual efficiency in school and at work. The educational requirements and the advantages and disadvantages of the field are discussed. Cost of training, accredited schools, course of study, and state licensing procedures are also covered by the booklet. Income figures are given and a list of references for further reading on optometry is included.

47. **Sue Morris: Sky Nurse.** Dorothy Deming. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1953. 247 pp. \$2.50.

This new career book is the story of Sue Morris's adventures, first as a stewardess

with a transatlantic airline, then as an air ambulance nurse. The information on training and requirements for these areas of the nursing field is woven into a story which depicts the routine as well as the eventful flights. The book presents two of the many specializations open to the nurse and will interest girls considering nursing as a career.

Iron, Steel, and Machinery

48. †**Employment Outlook in Metalworking Occupations.** Bulletin No. 1130, Bureau of Labor Statistics, U. S. Dept. of Labor. [U. S. Govt. Print. Off., Washington 25, D. C.] 1953. 40 pp. 30c. Reprinted from 1951 *Occupational Outlook Handbook*.

This report on the employment outlook in the metalworking occupations covers machine-shop, foundry, and forge shop operations. Occupational outlook, nature of work, job requirements, and working environment are considered for each metalworking occupation falling into the three above named groups. The report also quotes hourly wage figures in selected large cities and discusses preparation by way of apprenticeship and/or trade school training. The booklet discusses other metalworking occupations, i.e., welding, riveting, boilermaking, in a less comprehensive way.

Library Work

49. †**The Medical Records Librarian.** [Simmons College, 300 The Fenway, Boston 15, Mass.] 1953. 4 pp. Free.

In this guidance bulletin on the work of the medical records librarian the responsibilities and personal qualifications of the profession are described. The reasons for the increasing demand for trained personnel are brought out and the kinds of organizations employing medical records librarians are listed. The bulletin quotes a salary range of from \$3000 to \$6000 or more a year and discusses the factors which determine salary and the additional benefits available. It describes preparation for a career as a medical records librarian and the courses which will be studied.

50. †**Training for Library Work.** [Board of Education for Librarianship, Amer. Library Assn., 50 E. Huron St., Chicago 11.] 1953. 6 pp. Single copies, free.

This publication discusses education for a career as a librarian. It lists schools which meet the standards set by the A. L. A. Council and discusses requirements for entrance, courses of study, and degrees granted. In the section on courses of study offered by library schools, some of the specializations in the field are mentioned and the schools which offer training in a particular area are listed.

Mining and Mineral Processing

51. †**Careers in the Mineral Industries.** John V. Beall and George P. Lutjen. [Amer. Institute of Mining and Metallurgical Engineers, 29 W. 39th St., New York 18.] 1953. 31 pp. Single copies, free.

This booklet explains the work of the geologist, geophysicist, mining engineer, petroleum and gas engineer, mineral dressing engineer, ceramic engineer, extractive metallurgist, and physical metallurgist. The positions in each area which are usually starting jobs and possible future positions are described. The booklet discusses living and working conditions in each of the above named fields and covers personal qualifications, educational requirements, and salaries for the mineral industries as a whole. There is, in addition, a table listing schools with accredited undergraduate mineral engineering curricula.

Occupations, General

52. **Career Miss: Young Women's Guide to Job Opportunity.** [Career Publications, Inc., 52 Vanderbilt Ave., New York 17.] 1953. 60 pp. \$1.00.

This first annual guide to business opportunities for women high school graduates presents many New York concerns—their working environment, career opportunities, and application procedure. Insurance companies, banks, advertising agencies, manufacturers, and publishing houses are a few

of the types of organizations represented. The book includes guidance material designed to ease the transition from school to business, a map giving the locations of subscribing firms and transportation routes as well as alphabetical and job indexes to contents. The publishers plan similar issues for men and women high school graduates located in other sections of the country.

53. †A Counseling Aid for High School Deans of Girls and Counselors, 1952-53 Ed. [Dept. of Coordination and Placement, Univ. of Cincinnati, Cincinnati 21, Ohio.] 1953. 56 pp. Free. Supply limited.

This publication contains career articles written by recent women graduates of the College of Allied Arts, the College of Business Administration, and the College of Engineering of the University of Cincinnati. The first ten pages of the booklet explain the co-operative plan as it operates at the University of Cincinnati, while a sampling of the articles which make up the remainder of the booklet discloses articles on personnel work, interior design, engineering, merchandising, and industrial relations, as well as articles by women who are now undergraduates on their co-operative job experience.

54. Looking for Employment in Foreign Countries. Juvenal L. Angel. [World Trade Academy Press, Suite 518, 11 W. 42nd St., New York 36.] 1953. 25 pp. \$1.00.

This booklet will be of interest to all who wish to work in a foreign country. Air transportation, social and welfare organizations, the petroleum industry, and publishing are some of the fields mentioned as offering opportunities for work abroad. There are discussions of some of the sources which may be of help in locating jobs abroad and the techniques of job hunting. The booklet describes usual terms of employment in foreign countries, compares domestic and international salaries for various job levels, and discusses living conditions abroad. A bibliography and an appendix summarizing legislation affecting foreign personnel in Latin American countries are included.

Radio Broadcasting

55. †Directory of College Courses in Radio and Television, 1952-53. Prep. by Gertrude G. Broderick. [Office of Education, Federal Security Agency, Washington 25, D. C.] 1952. 36 pp. Apply.

This directory will assist students and counselors in locating training courses in radio and television. It lists 361 schools alphabetically by state and each listing gives the degree granted (if any), the director's name, and course offerings. Those schools belonging to the University Association for Professional Radio Education are marked and a list of other government publications on radio and television is included.

56. Lynn Decker: TV Apprentices. Dorothy L. McFadden. [Dodd, Mead & Co., 432 Fourth Ave., New York 16.] 1953. 245 pp. \$2.50.

In this book the reader is taken behind the scenes at a small television station with Lynn Decker who finds a job keeping records and gradually learns program production. Much information about the industry and how parts of it fit together is brought out in the story. The development of a program idea is traced when Lynn and Harry, a young artist, plan and execute a children's program and take their idea to New York in an effort to sell it to one of the large stations or agencies there. Ways of getting a job in television, some idea of the duties involved, and an overview of the field are afforded young people who hope to work in television.

Rail Transportation

57. †The Human Side of Railroading. Carlton J. Corliss. [Assn. of Amer. Railroads, Transportation Bldg., Washington 6, D. C.] 1952. 16 pp. Free.

This publication describes railway organization—the departments, their personnel and functions in the operation of rail transportation. It contains brief statements on the railway labor unions and on controls over the railroads exercised by federal and state agencies. Figures on average straight

time hourly and annual earnings of railroad employees are given for the years 1940 through 1951 inclusive. A partial list of the many occupations in the railway field gives an indication of the scope of railroading. The author describes employment opportunities in railroading for men and women and suggests beginning steps in seeking employment with the railroads.

Subscribers to SRA's Guidance and Educational Services (Senior or Junior) will receive this publication in the Fall package of free guidance materials.

Retail Trade

58. †Service-Station Attendant. [Chronicle Guidance Publications, Moravia, N. Y.] 1953. 4 pp. 50c.

This brief discusses the events contributing to the development of the modern service station and describes the work done by the attendants. While duties will vary with the size and type of station, the brief covers most of the operations performed by attendants. It also covers working conditions, hours, and wages as well as the qualifications—personal and technical—which contribute to success. Private ownership of a station is mentioned as one of the best chances of advancement and the brief considers the factors which are important in such a venture.

Water Transportation

59. †How to Get a Job on a Ship. Fredric E. Tyarks. Revised by Roy L. Pepperburg and Norman D. Ford. 5th ed. [Harian Publications, Greenlawn, N. Y.] 1953. 48 pp. 50c.

This booklet describes jobs on ships, ways to get necessary training, and correct job application procedures. In discussing the usual beginning jobs, as well as jobs which require advanced training or experience, the duties, steps in advancement, and average monthly income figures are given. Shipboard accommodations and living conditions are also covered by the discussion. The authors give many job hunting tips which will help the beginner who knows nothing about securing a job on a ship. In addition, lists of schools, training institutes, steamship and shipping lines, and nautical unions have been included.

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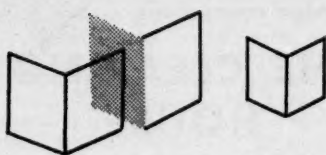
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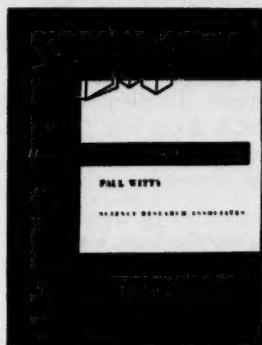
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